Springshare Accessibility Conformance Report International Edition

(Based on VPAT® Version 2.4)

Name of Product/Version: LibCal

Report Date: April 30, 2021

Product Description: Web Application for event management, space and equipment

reservations, and personal meeting scheduler.

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Notes: We will not be addressing any third-party integration accessibility issues.

Evaluation Methods Used: Knowledge of the product; SiteImprove, VoiceOver,

ChromeVox, Lighthouse; Browser developer tools

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A (Yes)
	Level AA (Yes)

[&]quot;Voluntary Product Accessibility Template" and "VPAT" are registered service marks of the Information Technology Industry Council (ITI)

Standard/Guideline	Included In Report
	Level AAA (No)
Web Content Accessibility Guidelines 2.1	Level A (Yes)
	Level AA (Yes)
	Level AAA (No)
Revised Section 508 standards published January 18, 2017 and corrected January 22, 2018	(Yes)
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, - V3.1.1 (2019-11)	(Yes)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- Partially Supports: Some functionality of the product does not meet the criterion.
- Does Not Support: The majority of product functionality does not meet the criterion.
- Not Applicable: The criterion is not relevant to the product.
- Not Evaluated: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.x Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 Web, Sections 10.1-10.4 of Chapter 10 Non-Web documents, and Sections 11.1-11.4 and 11.8.2 of Chapter 11 Non-Web Software (open and closed functionality), and Sections 12.1.2 and 12.2.4 of Chapter 12 Documentation
- Revised Section 508: Chapter 5 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the <a href="https://www.wcashedu.com/wcashed

Table 1: Success Criteria, Level A

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)		
Also applies to: EN 301 549 Criteria 9.1.1.1 (Web) 10.1.1.1 (Non-web document) 11.1.1.1.1 (Open Functionality Software) 11.1.1.2 (Closed Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: All images other than decorative images are accompanied by alternative text by default. All image inputs are accompanied by an alt text field to encourage web authors to include this info. Web: Font awesome icons use the <i> tags. SiteImprove is identifying this as a warning rather than an error. For now we have no plans to replacing <i> tags since all decorative font awesome icons do have ariahidden='true' attribute at this time.</i></i>
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.1.2.1 (Web) • 10.1.2.1 (Non-web document) • 11.1.2.1.1 (Open Functionality Software) • 11.1.2.1.2.1 and 11.1.2.1.2.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibCal doesn't contain audio- or video-only content.

Criteria	Conformance Level	Remarks and Explanations
1.2.2 Captions (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria 9.1.2.2 (Web) 10.1.2.2 (Non-web document) 11.1.2.2 (Open Functionality Software) 11.1.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibCal doesn't contain prerecorded media. Electronic Docs: Shorter videos are captioned, but longer, live-recorded training sessions are not.
1.2.3 Audio Description or Media Alternative (Prerecorded) Also applies to: EN 301 549 Criteria 9.1.2.3 (Web) 10.1.2.3 (Non-web document) 11.1.2.3.1 (Open Functionality Software) 11.1.2.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: LibCal, our help docs, and the authoring tool do not contain synchronized media
1.3.1 Info and Relationships (Level A) Also applies to: EN 301 549 Criteria • 9.1.3.1 (Web) • 10.1.3.1 (Non-web document)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Electronic Docs: Information is presented in a clearly labeled, logical page structure which can be understood by assistive devices.

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Criteria	Conformance Level	Remarks and Explanations
• 11.1.3.1.1 (Open Functionality Software) • 11.1.3.1.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		Web: Seats and Spaces pages contains generic landmarks (role=region) that are not named. This will be reviewed by Q3 2021. Previous navigation buttons read as "prev" instead of "Previous". Spaces page with Category listbox do not have labels/descriptions. Some dropdown/selects/listboxes do not have proper label/descriptions. There are buttons with incorrect roles associated (combobox). Elements with role=combobox should be divs or inputs. The dropdown/selects that do not have proper label/descriptions should be done by Q3 2021 Authoring Tool: Some dropdown/selects/listboxes throughout the app do not have proper label/descriptions. Radio button elements in the widgets page (e.g. Event Calendar page) are not grouped together. HTML is used to format content in My Appointments, Spaces, Equipments, and widgets pages. The dropdown/selects that do not have proper label/descriptions should be done by Q3 2021.
1.3.2 Meaningful Sequence (Level A) Also applies to: EN 301 549 Criteria • 9.1.3.2 (Web) • 10.1.3.2 (Non-web document) • 11.1.3.2.1 (Open Functionality Software) • 11.8.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: LibCal contains clear heading and sub heading labels to assist users with reading content in proper sequence. Web: This also falls under keyboard trapping 2.1.2 where you cannot exit/escape out of the filter by listbox on the spaces page. We are aiming to review/address this by Q3 2021. Authoring Tool: While we use clear headings and subheadings in the authoring tool, we're currently

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		reviewing the admin portion of the interface to ensure all elements are selectable by keyboard; this should be completed by the end of 2021. Tool tip help icons are not keyboard accessible. Charts in the Stats pages cannot be navigated via keyboard. Once you select another page tab (for example, Booking Explorer in the Spaces page), the keyboard focus gets reset to the beginning of the main top nav. We are aiming to review/address this by end of 2021.
1.3.3 Sensory Characteristics (Level A) Also applies to: EN 301 549 Criteria 9.1.3.3 (Web) 10.1.3.3 (Non-web document) 11.1.3.3 (Open Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring tool: There are no instructive elements in LibCal which rely solely on sensory characteristics. All elements are constructed with corresponding text-based information that's visible to assistive devices.
1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria • 9.1.4.1 (Web) • 10.1.4.1 (Non-web document) • 11.1.4.1 (Open Functionality Software)	Web: Partially supports Electronic Docs: Supports Authoring Tool: Partially supports	Web: The Equipment and Space booking pages were designed with a reliance on color to convey which resources are available/unavailable; however, these grid cells can be customized with different swatch design. Hovering over these grid cells display availability status. However, the availability status is not displayed when solely using keyboard navigation without screenreader. We are aiming to review/address this by end of Q3 2021.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		Electronic Docs: We don't use color to convey meaning in our help documentation. Authoring Tool: The Equipment and Spaces modules have availability grids which rely primarily on color as a means of displaying available and unavailable times. We added the reading of Available, Confirmed, etc with additional details for screen readers when navigating through the availability grids. The availability grid status can be read/view either by tabbing over the grid blocks or hovering over the blocks. The grid blocks can also be customized to use different swatch patterns. It's also possible to retrieve equivalent availability and booking data via other means — availability can be determined via Add Booking button (where all available slots are presented in list format, independent of color) and upcoming bookings can be viewed in table format via the Booking Explorer. Various links such as 'Powered by Springshare' in the footer section of each page is not underlined or do not conform to the 3:1 color contrast ratio.
1.4.2 Audio Control (Level A) Also applies to: EN 301 549 Criteria • 9.1.4.2 (Web) • 10.1.4.2 (Non-web document) • 11.1.4.2 (Open Functionality Software)	Web: N/A Electronic Docs: Supports Authoring Tool: N/A	Web, Authoring Tool: There are no audio portions of the default LibCal interface. Electronic Docs: Our video documentation does not include autoplaying videos/audio. All

Criteria	Conformance Level	Remarks and Explanations
• 11.1.4.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Comormance Level	videos/prerecorded content can be paused/started/stopped at will. Web: Some elements are not accessible by keyboard
Also applies to: EN 301 549 Criteria 9.2.1.1 (Web) 10.2.1.1 (Non-web document) 11.2.1.1.1 (Open Functionality Software) 11.2.1.1.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	such as calendar filtering by Year/Month. We will be looking to replace the date picker component used that is non accessible via keyboard with one that has this functionality available by the end of 2021. Electronic Docs: Our electronic documents also fully support keyboard navigation. Authoring Tool: The charts in the Stats pages are not keyboard accessible. The help tooltip icons are not keyboard accessible. We are aiming to review/address this by end of 2021.
2.1.2 No Keyboard Trap (Level A) Also applies to: EN 301 549 Criteria • 9.2.1.2 (Web) • 10.2.1.2 (Non-web document) • 11.2.1.2 (Open Functionality Software) • 11.2.1.2 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Supports	Electronic Docs, Authoring Tool: All functional elements have been tested to ensure there are no keyboard traps, especially in elements like selector menus and modal windows. Web: There is no way to escape from the Filter by listbox (once selected) on the Spaces page. We are aiming to review/address this by end of Q3 2021.

Criteria	Conformance Level	Remarks and Explanations
Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs) 2.1.4 Character Key Shortcuts (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.1.4 (Web)		Web, Electronic Docs, Authoring Tool: LibCal does not
 10.2.1.4 (Non-web document) 11.2.1.4.1 (Open Functionality Software) 	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	include character key shortcuts beyond standard browser functionality/shortcuts.
• 11.2.2.1 (Closed Software)	Web: Partially Supports Electronic Docs: N/A Authoring Tool: N/A	Web: When a user makes a new booking from the equipment, seat, space, and event pages, they must complete the reservation form within 10 minutes of when they begin their request for events and 5 minutes for equipment/seat/space bookings. After the 5 or 10 minute period, the time slot/event registration is released back into the available pool. When this happens, users can re-request the same time slot without penalty assuming no other user has claimed it. This is an essential function of the product and is required to prevent people from inappropriately blocking other users from reserving resources without actually completing a reservation.

Criteria	Conformance Level	Remarks and Explanations
		Electronic Docs, Authoring Tool: LibCal does not include timed elements in our help docs or in the authoring tool.
2.2.2 Pause, Stop, Hide (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.2.2 (Web)		
 10.2.2.2 (Non-web document) 		
 11.2.2.2 (Open Functionality Software) 	NA/-b- NI/A	Web, Authoring Tool: LibCal does not contain native
• 11.2.2.2 (Closed Software)	Web: N/A Electronic Docs: Supports	video/audio.
• 11.8.2 (Authoring Tool)	Authoring Tool: N/A	Electronic Docs: Our recorded documentation can be
• 12.1.2 (Product Docs)	Authorning root. N/A	paused, stopped, and hidden at will.
• 12.2.4 (Support Docs)		pauseu, stoppeu, and muden at wiii.
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
2.3.1 Three Flashes or Below Threshold (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.3.1 (Web)		
• 10.2.3.1 (Non-web document)		
• 11.2.3.1 (Open Functionality Software)	Web: Supports	
• 11.2.3.1 (Closed Software)	Electronic Docs: Supports	Web, Electronic Docs, Authoring Tool: LibCal does not
• 11.8.2 (Authoring Tool)	Authoring Tool: Supports	contain elements that flash.
• 12.1.2 (Product Docs)	6 33 33 1 1	
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		<u> </u>

Criteria	Conformance Level	Remarks and Explanations
2.4.1 Bypass Blocks (Level A) Also applies to: EN 301 549 Criteria 9.2.4.1 (Web) 10.2.4.1 (Non-web document) – Does not apply 11.2.4.1 (Open Functionality Software) – Does not apply 11.2.4.1 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs	Web: Supports Electronic Docs: Supports Authoring Tool: Does not Support	Web, Electronic Docs: Our web interface contains a skip to main content link to help users bypass repeated page navigation menus. Authoring Tool: We don't currently have a way to skip the navigation bar of the authoring tool. We are aiming to review/address this by end of 2021.
2.4.2 Page Titled (Level A) Also applies to: EN 301 549 Criteria 9.2.4.2 (Web) 10.2.4.2 (Non-web document) 11.2.4.2 (Open Functionality Software) - Does not apply 11.2.4.2 (Closed Software) - Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: All pages have meaningful page titles.
2.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria • 9.2.4.3 (Web) • 10.2.4.3 (Non-web document)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Content is presented in a meaningful sequential way using appropriate html headers. We also plan to improve page sequence and focus order in the authoring tool by updating our use of html roles and landmarks.

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Criteria	Conformance Level	Remarks and Explanations
 11.2.4.3 (Open Functionality Software) 11.2.4.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 2.4.4 Link Purpose (In Context) (Level A) Also applies to: EN 301 549 Criteria 9.2.4.4 (Web) 10.2.4.4 (Non-web document) 11.2.4.4 (Open Functionality Software) 11.2.4.4 (Closed Software 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs: The purpose of links presented in LibCal can generally be determined from the link text alone. When images are used (as in the case of font awesome icons), we include accessible text so their purpose can be understood. Web: Spaces filter close button/link read as 'link' with no context. We are aiming to review/address this by end of Q3 2021.
2.5.1 Pointer Gestures (Level A 2.1 only) Also applies to: EN 301 549 Criteria • 9.2.5.1 (Web) • 10.2.5.1 (Non-web document) • 11.2.5.1 (Open Functionality Software) • 11.2.5.1 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs)	Web: N/A Electronic Docs: N/A Authoring Tool: N/A	Web, Electronic Docs, Authoring Tool: There are no multi-point or path-based gestures.

Criteria	Conformance Level	Remarks and Explanations
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.2 Pointer Cancellation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.2 (Web)		
 10.2.5.2 (Non-web document) 	Web: N/A	Mah Floring Docs Authoring Tools Thorograph
 11.2.5.2 (Open Functionality Software) 	Electronic Docs: N/A	Web, Electronic Docs, Authoring Tool: There are no multi-point or path-based gestures.
11.2.5.2 (Closed Software)	Authoring Tool: N/A	multi-point of path-based gestures.
 11.8.2 (Authoring Tool) 		
• 12.1.2 (Product Docs)		
 12.2.4 (Support Docs) 		
Revised Section 508 – Does not apply		
2.5.3 Label in Name (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria	Web: Supports Electronic Docs: Supports	Web, Electronic Docs, Authoring Tool: Label names contain the same text that is presented visually.
• 9.2.5.3 (Web)		
 10.2.5.3 (Non-web document) 		
 11.2.5.3.1 (Open Functionality Software) 		
 11.2.5.3.2 (Closed Software) 	Authoring Tool: Supports	contain the same text that is presented visually.
 11.8.2 (Authoring Tool) 		
12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
2.5.4 Motion Actuation (Level A 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.2.5.4 (Web)	Web: N/A	Web, Electronic Docs, Authoring Tool: LibCal does not
10.2.5.4 (Non-web document)	Electronic Docs: N/A	contain functionality that relies on device motion.
 11.2.5.4 (Open Functionality Software) 	Authoring Tool: N/A	contain functionality that relies on device motion.
• 11.2.5.4 (Closed Software)		
 11.8.2 (Authoring Tool) 		
12.1.2 (Product Docs)		

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Criteria	Conformance Level	Remarks and Explanations
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
3.1.1 Language of Page (Level A)		
Also applies to:		
EN 301 549 Criteria		
• 9.3.1.1 (Web)		
10.3.1.1 (Non-web document)		
 11.3.1.1.1 (Open Functionality Software) 	Web: Supports	Web, Electronic Docs, Authoring Tool: The default
 11.3.1.1.2 (Closed Software) 	Electronic Docs: Supports	language of each page is declared in the appropriate
 11.8.2 (Authoring Tool) 	Authoring Tool: Supports	html lang attribute.
• 12.1.2 (Product Docs)	Authornig Tool. Supports	intilli lang attribute.
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
 504.2 (Authoring Tool) 		
• 602.3 (Support Docs)		
. <mark>2.1 On Focus</mark> (Level A)		
Also applies to:		Web, Electronic Docs, Authoring Tool: There are no elements that change context on focus in LibCal.
EN 301 549 Criteria		
• 9.3.2.1 (Web)		
• 10.3.2.1 (Non-web document)		
• 11.3.2.1 (Open Functionality Software)	Web: Supports	
• 11.3.2.1 (Closed Software)	Electronic Docs: Supports	
• 11.8.2 (Authoring Tool)	Authoring Tool: Supports	
• 12.1.2 (Product Docs)		
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)	hu 1 6	<u> </u>
.2.2 On Input (Level A)	Web: Supports	Web, Electronic Docs, Authoring Tool: Form element
Also applies to:	Electronic Docs: Supports	that can trigger a change of context (like submit
EN 301 549 Criteria	Authoring Tool: Supports	1 20 0 ,

Criteria	Conformance Level	Remarks and Explanations
 9.3.2.2 (Web) 10.3.2.2 (Non-web document) 11.3.2.2 (Open Functionality Software) 11.3.2.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		buttons) have values which clearly describe the action/change.
Also applies to: EN 301 549 Criteria 9.3.3.1 (Web) 10.3.3.1 (Non-web document) 11.3.3.1.1 (Open Functionality Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: Errors in form submissions are described to the user on screen in text beneath the relevant fields. Web: "No results found" message not being read by screenreader when searching for events on Events Search Form yields no results. We are aiming to review/address this by end of 2021. Authoring Tool: Errors in form submissions are generally described to the user in text. The admin side of LibCal does include some modal-based transactions which can trigger a javascript success message on submit. We're incrementally improving this behavior to eliminate the use of JS alerts and just show the same success information onscreen. On adding an event to the calendar with required location, if location info is not updated and the event is submitted, there is an error message that displays letting the user know what the error is. However, the actual field in question is not highlighted or focused in anyway (no red outline).

Criteria	Conformance Level	Remarks and Explanations
3.3.2 Labels or Instructions (Level A) Also applies to: EN 301 549 Criteria 9.3.3.2 (Web) 10.3.3.2 (Non-web document) 11.3.3.2 (Open Functionality Software) 11.3.3.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: LibCal includes appropriate labels when content requires input. Web: Previous button is being read as 'prev'. Full calendar's day of the week are abbreviated (Sun and Mon only). Listboxes/selects on Spaces page do not have labels/descriptions. We are aiming to review/address this by end of Q3 2021. Authoring Tool: Some dropdown/selects throughout the app do not have proper label/descriptions. On the Hours -> Widgets page, checkboxes are not grouped properly with aria tags. Radio buttons on various pages are not grouped properly (e.g. Settings -> Manage Integrations -> Online Appointments & Events -> Zoom).
4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria • 9.4.1.1 (Web) • 10.4.1.1 (Non-web document) • 11.4.1.1.1 (Open Functionality Software) • 11.4.1.1.2 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs: All page elements have complete start/end tags, elements are nested appropriately, pages do not contain duplicate attributes and all IDs are unique. Authoring Tool: There are two #save elements on Calendar Management -> Settings page. We are aiming to review/address this by end of 2021.
4.1.2 Name, Role, Value (Level A) Also applies to: EN 301 549 Criteria	Web: Partially Supports Electronic Docs: Supports	Web, Electronic Docs: In cases where we have created our own, non-native HTML elements, the name and role of those elements can be programmatically determined

Criteria	Conformance Level	Remarks and Explanations
 9.4.1.2 (Web) 10.4.1.2 (Non-web document) 11.4.1.2.1 (Open Functionality Software) 11.4.1.2.2 (Closed Software) – Not required 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 	Authoring Tool: Partially Supports	as described in the guidelines. There are elements with role=combobox that are not div type, instead they are button types. Widget iframes do not have titles. We are aiming to review/address this by end of 2021. Web: There are buttons with incorrect roles associated (combobox). Elements with role=combobox should be divs or inputs. Elements with role=listbox need appropriate labels/descriptions. Authoring Tool: Some dropdown/selects throughout the app do not have proper label/descriptions. Textboxes in hours -> Widgets do not have descriptions/label. There are two #save elements on Calendar Management -> Settings page. We are aiming to review/address this by end of 2021.

Table 2: Success Criteria, Level AA

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria • 9.1.2.4 (Web) • 10.1.2.4 (Non-web document)	Web: N/A Electronic Docs: Partially Support Authoring Tool: N/A	Web : LibCal does not natively contain videos or support video uploads. Video content can be embedded from 3rd party sites, but captioning is governed by the 3rd party site.

Criteria	Conformance Level	Remarks and Explanations
• 11.1.2.4 (Open Functionality Software)		Electronic Docs: We provide captions for our shorter
• 11.1.2.4 (Closed Software)		documentation videos but we do not provide
• 11.8.2 (Authoring Tool)		concomitant closed captioning for our live webinar
• 12.1.2 (Product Docs)		sessions.
• 12.2.4 (Support Docs)		
Revised Section 508		Authoring Tool: Product does not contain video.
501 (Web)(Software)		
• 504.2 (Authoring Tool)		
• 602.3 (Support Docs)		
1.2.5 Audio Description (Prerecorded) (Level AA)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.2.5 (Web)		
 10.1.2.5 (Non-web document) 		
 11.1.2.5 (Open Functionality Software) 	Web: N/A	
• 11.1.2.5 (Closed Software)	Electronic Docs: N/A	Web, Electronic Docs, Authoring Tool: LibCal does not
• 11.8.2 (Authoring Tool)	Authoring Tool: N/A	contain prerecorded video/synchronized media.
• 12.1.2 (Product Docs)	rationing root. W//	
• 12.2.4 (Support Docs)		
Revised Section 508		
• 501 (Web)(Software)		
• 504.2 (Authoring Tool)		
602.3 (Support Docs)		
1.3.4 Orientation (Level AA 2.1 only)		
Also applies to:		
EN 301 549 Criteria		
• 9.1.3.4 (Web)	Web: Supports	Web, Electronic Docs, Authoring Tool: LibCal does not
 10.1.3.4 (Non-web document) 	Electronic Docs: Supports	restrict users to viewing content in portrait or landscape
• 11.1.3.4 (Open Functionality Software)	Authoring Tool: Supports	mode, and functions in either view.
• 11.1.3.4 (Closed Software)		
• 11.8.2 (Authoring Tool)		
• 12.1.2 (Product Docs)		

Criteria	Conformance Level	Remarks and Explanations
12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.3.5 Identify Input Purpose (Level AA 2.1 only)		Web, Electronic Docs, Authoring Tool: We are
Also applies to:		investigating updating our platform to include these identifiers. Their potential application in our products is
EN 301 549 Criteria		
• 9.1.3.5 (Web)	Web: Partially Supports	limited to things like name, email, and telephone fields
• 10.1.3.5 (Non-web document)	Electronic Docs: Partially	in LibCal registration forms.
 11.1.3.5.1 (Open Functionality Software) 	Supports	
• 11.1.3.5.2 (Closed Software)	Authoring Tool: Partially	Web, Authoring Tool: LibCal includes appropriate
• 11.8.2 (Authoring Tool)	Support	autocomplete attributes for name, email, phone input
• 12.1.2 (Product Docs)		fields only on some fields.
• 12.2.4 (Support Docs)		
Revised Section 508 – Does not apply		
1.4.3 Contrast (Minimum) (Level AA)		
Also applies to:		Web, Authoring Tool: LibCal maintains a contrast ratio above 4.5:1 for all page elements. It is possible to customize all CSS in the LibCal public interface, so care needs to be exercised by site customizers to remain in conformance. There are some default buttons with css defined from bootstrap that do not have the proper 4.5:1 ratio.
EN 301 549 Criteria		
• 9.1.4.3 (Web)		
 10.1.4.3 (Non-web document) 		
• 11.1.4.3 (Open Functionality Software)	Web: Partially Supports Electronic Docs: Supports	
• 11.1.4.3 (Closed Software)		
 11.8.2 (Authoring Tool) 	Authoring Tool: Partially	
• 12.1.2 (Product Docs)	Supports	
• 12.2.4 (Support Docs)		
Revised Section 508		
501 (Web)(Software)		
 504.2 (Authoring Tool) 		
602.3 (Support Docs)		
1.4.4 Resize text (Level AA)		
Also applies to:	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Text can be
EN 301 549 Criteria		resized without assistive technology without loss of
• 9.1.4.4 (Web)		content/function.
• 10.1.4.4 (Non-web document)	Authorning Tool. Supports	content/function.
• 11.1.4.4.1 (Open Functionality Software)		

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Criteria	Conformance Level	Remarks and Explanations
 11.1.4.4.2 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 1.4.5 Images of Text (Level AA) 		
Also applies to: EN 301 549 Criteria 9.1.4.5 (Web) 10.1.4.5 (Non-web document) 11.1.4.5.1 (Open Functionality Software) 11.1.4.5.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: LibCal does not utilize images of text. It's possible to upload a custom banner image which could include text as part of a logo — this is customizable and also includes accompanying descriptive text. Electronic Docs: Our help docs will sometimes include screenshots which include text to label screenshot elements; these are always accompanied by text information within the same page. Authoring Tool: We don't use images of text in the authoring tool.
1.4.10 Reflow (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.10 (Web) • 10.1.4.10 (Non-web document) • 11.1.4.10 (Open Functionality Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: The LibCal interface is fully responsive & meets this criteria.

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Criteria	Conformance Level	Remarks and Explanations
1.4.11 Non-text Contrast (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.11 (Web) • 10.1.4.11 (Non-web document) • 11.1.4.11 (Open Functionality Software) • 11.1.4.11 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: User interface components and graphical objects meet this contrast ratio requirement. It's possible to customize all CSS elements in the public interface and care should be taken to remain in compliance. Electronic Docs, Authoring Tool: Elements in our documentation and authoring tool meet this contrast requirement.
1.4.12 Text Spacing (Level AA 2.1 only) Also applies to: EN 301 549 Criteria 9.1.4.12 (Web) 10.1.4.12 (Non-web document) 11.1.4.12 (Open Functionality Software) 11.1.4.12 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: LibCal's text spacing conforms to these requirements. It's possible to customize all CSS elements in the public interface and care should be taken to remain in compliance. Authoring Tool: Line height is not at least 1.5 times the font size
1.4.13 Content on Hover or Focus (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.1.4.13 (Web) • 10.1.4.13 (Non-web document) • 11.1.4.13 (Open Functionality Software) • 11.1.4.13 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: The equipment checkout page has the Checkout button that displays the items in Checkout on hover. Authoring Tool: Our authoring tool includes help information that displays when hovering over a dedicated help icon; we are working on improving their behavior for users with assistive devices.

Criteria	Conformance Level	Remarks and Explanations
2.4.5 Multiple Ways (Level AA) Also applies to: EN 301 549 Criteria • 9.2.4.5 (Web) • 10.2.4.5 (Non-web document) – Does not apply • 11.2.4.5 (Open Functionality Software) – Does not apply • 11.2.4.5 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: It's possible to access LibCal public and administrative pages and content in multiple ways, including providing links to navigate to related web pages via breadcrumbs and other related content, providing a full search function, and linking to many pages on the site from the homepage. Authoring Tool: The 'Editor' tabs/pages within Admin -> Look and Feel is the only authoring page without the top navbar.
2.4.6 Headings and Labels (Level AA) Also applies to: EN 301 549 Criteria • 9.2.4.6 (Web) • 10.2.4.6 (Non-web document) • 11.2.4.6 (Open Functionality Software) • 11.2.4.6 (Closed Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Partially supports	Web, Electronic Docs, Authoring Tool: Headings and labels describe the topic/purpose of each page/piece of content within the page. Authoring Tool: Form control label is missing text for "Calendar Filter Display" and "Calendar Default Display" in Calendar Management -> Settings. We are aiming to review/address this by end of 2021.
2.4.7 Focus Visible (Level AA) Also applies to: EN 301 549 Criteria • 9.2.4.7 (Web) • 10.2.4.7 (Non-web document)	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: All interface elements have a component that's highlighted by the user agent when they receive focus.

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Criteria	Conformance Level	Remarks and Explanations
 11.2.4.7 (Open Functionality Software) 11.2.4.7 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs) 		Authoring Tool: "Upload Image" button in Calendar Management -> Settings does not have an outline when focused. We are aiming to review/address this by end of 2021.
3.1.2 Language of Parts (Level AA) Also applies to: EN 301 549 Criteria 9.3.1.2 (Web) 10.3.1.2 (Non-web document) 11.3.1.2 (Open Functionality Software) – Does not apply 11.3.1.2 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web: We use the html language attribute to declare the language of each full page. If the language of content changes within the page, content creators can specify these language changes using xml language attributes. This generally does not happen, ie pages do not tend to contain more than one language. Electronic Docs, Authoring Tool: We use the html language attribute to declare the language of each full page.
3.2.3 Consistent Navigation (Level AA) Also applies to: EN 301 549 Criteria 9.3.2.3 (Web) 10.3.2.3 (Non-web document) – Does not apply 11.3.2.3 (Open Functionality Software) – Does not apply 11.3.2.3 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Navigational mechanisms that repeat are always presented in the same relative order.

Criteria	Conformance Level	Remarks and Explanations
 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs 		
Also applies to: EN 301 549 Criteria 9.3.2.4 (Web) 10.3.2.4 (Non-web document) – Does not apply 11.3.2.4 (Open Functionality Software) – Does not apply 11.3.2.4 (Closed Software) – Does not apply 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) – Does not apply to non-web software 504.2 (Authoring Tool) 602.3 (Support Docs) – Does not apply to non-web docs	Web: Supports Electronic Docs: Supports Authoring Tool: Supports	Web, Electronic Docs, Authoring Tool: Items such as page breadcrumbs and navigational elements that repeat on multiple pages are consistently labeled/named throughout the public LibCal interface.
Also applies to: EN 301 549 Criteria 9.3.3.3 (Web) 10.3.3.3 (Non-web document) 11.3.3.3 (Open Functionality Software) 11.3.3.3 (Closed Software) 11.8.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) Revised Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports Authoring Tool: Partially supports	Web, Electronic Docs: We provide text descriptions to identify required fields which weren't completed and identify these areas with the aria- required property. Authoring Tool: We generally provide text descriptions to identify required fields which weren't completed and identify these areas with the aria- required property. For adding an event to the calendar with a required location, we do display the 'You must provide a location' error message on submit. However, we do not update the focus to the location field and there's no visual indication that there is an error with that field via red outline.

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Criteria	Conformance Level	Remarks and Explanations
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to: EN 301 549 Criteria • 9.3.3.4 (Web) • 10.3.3.4 (Non-web document) • 11.3.3.4 (Open Functionality Software) • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: N/A Authoring Tool: N/A	Web: LibCal offers an optional payment integration with various 3 rd party payment processors (Stripe, Braintree, etc.) for accepting payment for space and event registrations; they meet this requirement. Electronic Docs: Our electronic documentation and authoring tool do not handle this type of data.
4.1.3 Status Messages (Level AA 2.1 only) Also applies to: EN 301 549 Criteria • 9.4.1.3 (Web) • 10.4.1.3 (Non-web document) • 11.4.1.3 (Open Functionality Software) • 11.4.1.3 (Closed Software) – Does not apply • 11.8.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) Revised Section 508 – Does not apply	Web: Partially Supports Electronic Docs: Supports Authoring Tool: Partially Supports	Web, Electronic Docs: Status messages are presented using roles and can be presented without receiving focus. One exception is the successful appointment/equipment/booking confirmation/cancellation message missing the role=status. We are aiming to review/address this by end of 2021. Authoring Tool: Status messages are generally presented using roles. The interface does include javascript success messages; we're working to eliminate the use of these in favor of onscreen success messages which can make better use of aria roles.

Chapter 3: Functional Performance Criteria (FPC)

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision	Partially Supports	We have tested all elements of the LibCal interface using VoiceOver, and regularly test LibCal using Tota11y, SiteImprove, and Wave. Page content is structured in a meaningful hierarchy and can be navigated and understood using a keyboard and/or screenreader, and we strive to make sure all development is executed in a way that's meaningful and clearly understandable to users without vision. We are currently in the process of expanding our use of name and role elements to reach full conformance for users without vision.
302.2 With Limited Vision	Supports	LibCal can be used with limited vision
302.3 Without Perception of Color	Partially supports	LibCal generally does not rely on color to convey meaning. The Spaces and Equipment availability grids use color to convey available and unavailable time slots. However, this can be customized to include various swatch design without having to rely on color solely. Hovering on the grid cell also displays the space availability status. Tabbing over to the grid cells without voiceover will not display the availability status but this can be remedied via using different cell swatches to convey different availability statuses.

Criteria	Conformance Level	Remarks and Explanations
		Some links are identifiable only by color (Powered by "Springshare" footer link is not underlined).
302.4 Without Hearing	Supports	LibCal does not contain audio/video elements by default (though this content can be embedded from 3rd party sites into LibCal).
302.5 With Limited Hearing	Supports	LibCal does not contain audio/video elements by default (though this content can be embedded from 3rd party sites into LibCal).
302.6 Without Speech	Supports	LibCal does not require speech to function.
302.7 With Limited Manipulation	Supports	LibCal is usable by people with limited manipulation, and all page elements are reachable using the keyboard.
302.8 With Limited Reach and Strength	Supports	
302.9 With Limited Language, Cognitive, and Learning Abilities	Supports	

Chapter 6: Support Documentation and Services

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features	Supports	The documentation for LibCal lists and explains the compatibility features of the product.
602.3 Electronic Support Documentation	See WCAG 2.x section	See information in WCAG 2.x section

Criteria	Conformance Level	Remarks and Explanations
602.4 Alternate Formats for Non-Electronic Support Documentation	Not Applicable	All necessary documentation for LibCal is provided electronically.
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features	Supports	Our support team can answer questions about the accessibility of LibCal through our support channels.
603.3 Accommodation of Communication Needs	Supports	Our support team can answer questions about the accessibility of LibCal through our support channels.

Table 3: Success Criteria, Level AAA

Notes: LibCal has not been tested to level AAA.

Revised Section 508 Report

Notes: These guidelines are addressed in Tables 1 and 2, Chapters 3 and 6.

EN 301 549 Report

Notes: These guidelines are addressed in Tables 1 and 2, Chapters 3 and 6.

Legal Disclaimer (Company)

Include your company legal disclaimer here, if needed.